MassHR
Delivering HR Services That Matter

Self-Service Time and Attendance (SSTA)

Reported Timesheet: Navigation

Step	Action
1.	Log in to SSTA with your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the **SELF SERVICE** link located in the menu box.
3.	***Note: If you have multiple Commonwealth jobs, refer to step 4 and 5. If you do not, proceed to step 6.*** You will arrive at the **SELF SERVICE** page. Click on the **TIMESHEET** link to access your timesheet.
4.	You will arrive on the **TIMESHEET** page, where your jobs will be displayed in a table. The table is arranged in 4 columns of information with a row for each job. The columns are: **NAME:** The name of your job displayed as a link. **EMPL REC NBR:** The employee record number that is tied to your job. **DEPARTMENT:** The department that is tied to your job. **MAIL DROP ID:** The mail drop ID number that is tied to your job.
5.	Select the job you want to submit time for by selecting on the **NAME** link for the job.
6.	Your timesheet will be displayed.
7.	Minimize the menu by clicking the **MINUS (-)** sign on the menu box.
8.	On the top of the timesheet are your **NAME, EMPLOYEE ID**, **JOB TITLE** and **EMPLOYEE RECORD NUMBER**.
9.	Below your personal information is the **VIEW BY** dropdown menu. You can customize the way your timesheet is displayed by clicking on the dropdown menu and selecting **DAY, TIME PERIOD**, or **WEEK**.

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10.	To the right of the **VIEW BY** drop down menu is a **CALENDAR** icon. By clicking on the **CALENDAR** icon you have the ability to choose a date.
11.	Moving further to the right are two links called **PREVIOUS WEEK** and **NEXT WEEK**. Click on the **NEXT WEEK** link to advance to the next week. Click on the **PREVIOUS WEEK** link to navigate to a week in the past.
12.	Below the **PREVIOUS WEEK** and **NEXT WEEK** links are your **REPORTED HOURS** and your **SCHEDULED HOURS**. **REPORTED HOURS** is time you report during the week. Your **SCHEDULED HOURS** is the total hours in your normal weekly work schedule.
13.	Your timesheet is displayed below the **REPORTED** and **SCHEDULED HOURS** information.
14.	The timesheet is a table arranged in one row of information, with 7 columns for the days of the week, and 8 additional columns: **TOTAL**: The total time you report for the week. **TRC:** Time Reporting Code. A time reporting code is a unique identifier to specify the type of time used (e.g., sick, vacation, overtime, etc.). The text box in the TRC column will be blank if regular time is reported. There is a magnifying glass icon located to the right of the TRC text box. Click on the magnifying glass to lookup time reporting codes. **TYPE:** This column will not be used at this time. **SHORT DESCRIPTION: This column will not be used at this time.** **TASKGROUP:** This column will not be used at this time. **REPORTED TIME SOURCE:** How your time has been reported. **MINUS SIGN (-):** Delete a row of information. To be used to remove time reporting data. **PLUS SIGN (+):** Adding a row of information. To be used to add a row of time reporting data.
13.	Below the timesheet is the **SUBMIT** button. Use the **SUBMIT** button to route your timesheet for approval.

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15.	Below the **SUBMIT** button is the **REPORTED TIME STATUS** table. This table is arranged in six columns of information: **DATE** **STATUS:** Informs you that your reported time needs approval or has been approved by your manager/supervisor. **TOTAL:** Total reported hours for each day. **TRC:** Informs you which TRC has been reported. This column will be blank if you are only reporting regular time. **SCHEDULED HOURS**: Number of regularly scheduled work hours. **COMMENTS:** Users have the ability to leave comments on their timesheet. Check with your Agency Human Resources or Payroll Department regarding use of comments.
16.	Under the **REPORTED TIME STATUS TABLE** is the **REPORTED HOURS SUMMARY** table. This table is arranged in nine columns of information: **CATEGORY:** Values in this column include **TOTAL REPORTED HOURS, TOTAL SCHEDULED HOURS,** and **SCHEDULE DEVIATION.** **TOTAL:** Total amount of hours reported for the day. **COLUMN HEADERS FOR EACH DAY OF THE WEEK** (Sun-Sat) The table is further divided into three rows: **TOTAL REPORTED HOURS:** Total number of hours reported for each day of the week. **TOTAL SCHEDULED HOURS**: Total hours scheduled for each day of the week. **SCHEDULE DEVIATION:** Total hours reported over or under your scheduled hours.
17.	Under **the REPORTED HOURS SUMMARY TABLE** is the **BALANCES** table. The **BALANCES** table is divided into two columns: **PLAN TYPE**: Type of leave (e.g., sick, vacation, personal). **CURRENT BALANCE**: Amount of hours available to use.
18.	Click on the **SIGN OUT** link to log out of SSTA.